

MEETING NOTES		
Date: December 14, 2015 Place: Topeka Service Center	QRIS Advisory Group	
Members Present: Karen Beckerman, Carrie Hastings, Kelly Meigs, Patty Mitts, Lori Steelman, Patty Peschel, Leadell Ediger, Sarah Walters, Heather Schrotberger, Amy Blosser, Jackie Counts, Barbara Dayal, Deb Crawl, Jene' Haas, and Sandra Kimmons. Others Present: Public attendees		
TOPIC	DISCUSSION	DECISION AND/OR ACTION
1. QRIS Advisory Group roles and responsibilities	<ul style="list-style-type: none"> • Work group presentation at meeting when providing recommendation • Decision making by consensus, with more formal process if needed. • Video from Washington State Early Achievers was shown. 	<ul style="list-style-type: none"> • QRIS Advisory Group decision making by consensus, with more formal process when needed. • Each workgroup will have their own protocol- their own agenda, drafts, etc. with a more formal process if needed. • Use CCDF – QRIS guidance.
2. Moving Ahead with QRIS	<ul style="list-style-type: none"> • Overview of actions taken in the process of QRIS. Internal Strategic Planning, branding, and initial framework of QRIS which included block/point system, field test, and identifying high need areas. DCF is looking at a voluntary system, a system of support for providers. • Drafts of Quality Indicators and Preliminary QRIS Structure were shared. • States used for reference when looking at Quality Indicators: <ul style="list-style-type: none"> ○ Oregon ○ Washington ○ Alaska ○ Minnesota ○ Arkansas • QRIS PowerPoint was used throughout presentation. 	
3. Governance Structure	Work groups: Participant Recruitment, Monitoring, Administration Procedures, Quality Indicators, Professional Development/Technical Assistance/Supports and Communications.	Action: Sign up sheets were available for those interested in participating in work groups. Work group membership is not

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	<p>QRIS Advisory Group: Will give recommendations to Steering Committee after work groups report out.</p> <p>QRIS Steering Committee: The Steering Committee will finalize decisions and/or seek approval final approval.</p> <p>DCF Executive Staff- Final decision making body.</p>	<p>limited to Advisory Group members. Workgroups may use a variety of methods to gather input. (Face to face, conference call, emails.)</p>
4. What is Quality?	<p>Activity: Everyone was encouraged to define quality on a post it notes. Definitions were shared and grouped for similarity.</p>	<p>Action: List will be shared with QRIS Advisory group members.</p>
<p>Schedule for Meetings: An agenda will be sent to Advisory Group members prior to meeting.</p>	<p>The next meeting is scheduled for: March 21</p>	<p>Agenda items for next meeting: TBA</p> <p>Work group Leader: Kelly Meigs</p> <p>Note taker: Robin Martin</p>

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